

SCHOHARIE COUNTY CLASSIFICATION SPECIFICATION

Class Title: **SENIOR SECRETARY**

Jurisdictional Class: **Competitive**
Date Adopted: **May 24, 1999**
Date Revised:
Jurisdictions: **County, Towns, Villages, Schools**
Union Status: **County: CSEA**
Pay Grade: **County: Undetermined**

DISTINGUISHING FEATURES OF THE CLASS: A senior secretary performs difficult clerical and administrative support tasks for a department head, administrative officer or program manager and may supervise other clerical staff. Senior secretaries work under general supervision receiving detailed instructions only where policies have not been determined. The class is distinguished from secretary by greater knowledge and experience, and by supervisory responsibility; and from senior typist and senior stenographer by performing less typing or stenography and having more administrative duties and responsibilities. Does related work as required.

TYPICAL WORK ACTIVITIES:

Types complex correspondence, memorandum, reports and other documents using a typewriter, word processor or personal computer;
Transcribes correspondence from dictation equipment;
Composes and types correspondence on matters where policies and procedures are well-defined;
Screens calls and visitors to determine the nature of the inquiry and refers to appropriate party or office and answers inquiries as appropriate;
Schedules conferences and makes meeting arrangements;
Establishes and maintains confidential and general office files;
Receives, sorts and distributes mail;
Prepares, checks, codes, processes and/or audits financial, statistical, personnel and other records including requisitions, claims, bills, checks, abstracts and time slips;
Maintains office or departmental inventory and orders supplies and materials;
Collects and tabulates statistical and other information used for reports and memoranda and prepares summaries;
Answers telephone and gives out information;
Supervises assigned clerical staff;
Operates duplicating, calculating and other office machines.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Through knowledge of office terminology, practices and procedures; business arithmetic and English. Good knowledge of the organization and functions of the offices to which assigned. Ability to handle routine administrative details independently; understand and maintain confidentiality of personnel and other appropriately designated records, files and information; operate an alphanumeric keyboard such as a typewriter, word processor or personal computer at an acceptable rate of speed; prepare and maintain program records and routine reports; establish cooperative relations with the public and staff in other governmental and private agencies; carry out oral and written directions; and collect information for program operations.

Last Reviewed: n/a
Last Updated: n/a
Reviewed By: n/a
Last Reallocated: n/a

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MINIMUM QUALIFICATIONS:

Either:

- (A) Graduation from a regionally accredited or New York State registered college or university with an associate degree in secretarial science, office technologies or a closely related field and three (3) years of clerical experience which involved typing; **OR**
- (B) Graduation from high school or possession of a high school equivalency diploma and five (5) years of clerical experience which involves typing; **OR**
- (C) An equivalent combination of training and experience as defined by the limits of (A) and (B).

NOTE: Part-time employment can be pro-rated to count towards fulltime. Example: six (6) months PT equals three (3) months FT and a higher level of education can be pro-rated for experience up to a year.